

SANDY CITY
APPROVED SPECIFICATIONS

I. Position Title: Facilities Mechanical Custodian/Alta Canyon

Revision Date: 09/08

EEO Function: Parks & Rec

EEO Category: Service Maintenance

Status: Non-Exempt

Control No: 30816

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Facilities Operation Supervisor and Maintenance Mechanic Crew Leader performs and coordinates visual cleaning and maintenance, security, and operations of Alta Canyon Recreation facilities.

III. Essential Duties:

- Keeps the building visually pleasing, clean and safe for all employees and participants by performing regular inspections and janitorial duties.
- C Follows established cleaning schedule for the seasonal custodians. Keep the Facilities Department and Sports Center Director informed of any problems or safety concerns.
- C Cleans, vacuums and empties trash.
- C Operates a vacuum, carpet extractor and buffing machine.
- C Strips and waxes floors, also refinishes wood floors.
- C Assists in ordering cleaning supplies through the Facilities department and monitors supplies for compliance with hazardous materials standards.
- C Keeps up-to-date material safety data sheets (MSDS) on file.
- C Coordinates preparation of rooms, including set-up for classes, meetings, groups, programs & other events.
- C Performs building maintenance and completes work orders as assigned.
- C Assists in the training and supervision of seasonal employees in proper cleaning techniques.
- C With the assistance, and/or direction, of the Maintenance Mechanic Crew Leader maintains efficient operation of the swimming pool and whirlpool filtration systems by taking readings and through direct inspection to ensure a safe and healthy environment in accordance with county health regulation.
- C Through direction and assistance of the Maintenance Mechanic Crew Leader, provides efficient operation of the climate control system through direct observations and computer readings to ensure a safe and comfortable environment for guests and employees.
- C Follows all maintenance and operations procedures for proper start up and shut down of sport center equipment.
- C Under the direction of the of the Maintenance Mechanic Crew Leader, maintains efficient operation of all facility machinery and equipment by inspection and routine maintenance to reduce facility down time, to conserve energy and to ensure public safety in accordance with manufacture recommendation.
- C Assists Maintenance Mechanic Crew Leader to establish and apply a weekly/monthly/yearly maintenance schedule for all facility machinery and equipment to reduce down time and to limit costly repair.
- C Assists in the preparation of all reports (i.e. energy) and data collection of all other information pertaining to operational aspects of the facility (i.e. whirlpool and swimming pool tests).
- C Assists Maintenance Mechanic Crew Leader by participating in the facility Risk Management and Safety Program and daily inspection of building and equipment.
- C Assists in inventory of equipment and custodial supplies to protect against theft and to project future needs and cost.
- C Operates and maintains the facilities, machinery and equipment including the building, grounds, pool, tennis courts and all power, purification and filtration systems.
- C Assists in maintaining and clearing all sidewalks and walkways of snow, ice, water and other obstructions to ensure the safety of all users.

IV. Marginal Duties:

- C Responds to calls on security problems when needed.
- C Responds to emergency calls 24 hours a day.
- C Locks and unlocks building(s).
- C Completes other duties and special tasks as assigned.

V. Qualifications:

Education: High school diploma or equivalent preferred; formal education or training in sports facilities maintenance, construction and/or related field preferred.

License/ Certifications: Must possess a valid Utah Driver's License; must have C.P.O. (Certified Pool and Chlorine Safety Operator) certification within three months of hire; A.F.O certification (Aquatics Facilities Operator) preferred but not required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Experience: Two years related experience in custodial and building maintenance work with one of those years including supervisory experience. Basic carpentry, electrical, plumbing, painting & related building trades; HVAC systems, pool systems preferred but not required.

Knowledge of: Cleaning techniques; CPR and blood borne pathogens; public sector procurement practices; customer service techniques; supervisory practices; the Americans with Disabilities Act; OSHA safety standards, risk management principles and customer service principles; basic math, reading and writing skills.

Responsibility for: Keeping the City facilities clean; cost effective maintenance of facilities and equipment; safety of City employees and visiting public; managing risks presented by hazardous materials, blood borne pathogens, equipment usage, and other potential hazards; security; moderate responsibility for making decisions affecting the activities of people, including employee motivation and satisfaction; the supervision of seasonal custodians. Great responsibility for the care, condition and use of materials, equipment, tools, etc.

Communication Skills: Contacts with other departments requiring tact and judgement to avoid friction; access to information that must be kept confidential; ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to follow written and verbal instructions.

Tool, Machine, and Equipment Operation: Requires use of cleaning equipment (buffer, scrubber, carpet cleaner, vacuum etc.), and a wide variety of hand and power tools; ability to use a personal computer for word processing and other applicable applications is desirable.

Analytical Ability: Establish and maintain effective working relationships with employees, executives and the public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems.

VI. Working Conditions:

Generally comfortable working conditions with some exposure to extreme hot/cold temperatures; moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; a moderate amount of heavy lifting (up to 70 pounds) required; occasional exposure to stressful situations as a result of human behavior and deadlines. Constant stooping and kneeling required; some evening, weekends and holiday work required with 24-hour emergency calls required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: ____/____/____

PERSONNEL DEPT. APPROVED BY: _____

DATE: ____/____/____